

# West Carroll Board of Education

## Administrative Procedure

Required by:  
**EDGAR 80.36**

Descriptor Term:

### **Federal Projects Written Procurement Procedures**

Approved:

2/18/2009

*Board Policy:*  
2.807, 2.808, 2.810

1. All requests for purchases for items including equipment using federal funds must be submitted on the district requisition order form to the appropriate Federal Project's director.
2. After reviewing the request to ensure that it meets the project's requirements and that funds are available, the director approves or disapproves the purchase.
3. The director or director's designee completes a district approved pre-numbered purchase order.
4. The project director signs and dates all purchase orders for approval.
5. The project director signs and dates approval for all travel, expense reimbursement, lodging, meals, conference registration, and teacher substitutes.
6. The Accounting Department has been informed that invoices billable to any federal project are not to be paid unless the appropriately delegated Project Director has signed and dated the purchase order or invoice.
7. The Accounting Department provides accounting reports on a periodic basis to the Federal Projects' Directors for review to ensure that only authorized and approved payments have been charged to the appropriate federal projects.
8. Procurements are made in compliance with Federal regulations including vendor/contractor selections and debarment lists.
9. Contracts with third parties meet all NCLB requirements and are approved by each project director.
10. Local bid policies are used when applicable.